

INSTRUCTIONS FOR PLANNING CONSERVATION ACTIVITY PLANS (CAPS) ON MULTIPLE LAND UNITS IN TOOLKIT AND PROTRACTS

BACKGROUND

CAPS are in units of “Number” and are a point practice in Toolkit. CAPs can include multiple Planned Land Units (PLUs), including multiple tracts and fields. A CAP will have a single practice point for all associated PLUs. Following is guidance on the correct procedure to follow in Toolkit and ProTracts when planning a CAP on multiple PLUs. This guide addresses three main steps:

- A. Initial Planning in Toolkit
- B. ProTracts Steps
- C. Correcting applications that were previously uploaded into ProTracts where multiple land units were added.

PROCESS

- A. Initial Planning in Toolkit
 1. All land units that are included in the CAP will be digitized and attributed.
 2. A single practice point (per CAP) will be digitized in a PLU (in only one of the PLU’s) that is included in the CAP.
 - i. If the *Farmstead* PLU is included in the CAP, the practice point will be placed in it.
 - ii. If the *Farmstead* is not included in the CAP, the point will be placed in the largest land unit in the CAP application.
 3. The practice narrative must include (**this must be done in Toolkit** prior to upload):
 - i. A list of all tracts and fields in the CAP.
 - ii. Total acreage by tract; and,
 - iii. The statement “as shown on the plan map” following the list of tracts and fields.

Custom Narrative

To customize the selected narrative, enter a unique narrative ID extension and modify the narrative text.

ID: extension (5 char max)

The written site specific Forest Management Plan will meet the planning criteria described in the Field Office Technical Guide. The FMP will include Tract 2760 (60 acres) Fields 1,3,8 and Tract 7057 (132 acres) Fields 5, 9, 23 as shown on the plan map.

Narrative text length is 252 characters.

4. The Plan Map must include all PLUs in the CAP labeled with:
 - i. Tract Number (when CAP is on multiple Tracts)
 - ii. Field Number
 - iii. Acres
 - iv. Land Use

B. ProTracts Steps

1. All Farms and Tracts included in the CAP will be added to the legal description (click the green button).
2. The Treated Acres must be consistent with the component selected for the contract item and should be the same as the acreage listed in the practice narrative and on the practice map.

Signup Date: 10/21/2013

Signup Number: 1

Servicing Office: REED

Planner: [REDACTED]

Tracking Code: [REDACTED]

Resource Concerns:

- Degraded Plant Condition: Undesirable Plant Productivity and Health
- Degraded Plant Condition: Excessive Plant Pest Pressure
- Fish and Wildlife - Inadequate Habitat: Inadequate Habitat - Food
- Fish and Wildlife - Inadequate Habitat: Inadequate Habitat - Cover/Shelter

Conservation Plan: [REDACTED]

Owner: Free

Predominant Crop Type: Trees

Predominant Livestock Type: No Livestock

Treated Acres: 189.6

Land Irrigated 2 of last 5 years: ☐ Yes ☒ No ☐ N/A

Application Status: Eligible Date: 12/31/2013

Application Type: Planning

FA Fund Code: Conservation Assistance Plans (CAP's)

Account Type: Planning

Ranking Score: 900.00 Application Priority: High

Refresh

AGI Eligible Applicants: 100.0000%

AGI Eligible Cost: \$1,761.00

Estimated Cost: \$1,761.00

Application Cost: \$1,761.00

Cost List: MDC [REDACTED] QIP 200814-02 - EQIP_FY14_CAPs_01_27_14.xls

Expiration Date: 12/31/2016

Form NRCS-CPA-1155 is technically adequate ☐ No ☒ Yes

Item: 1 Year: 2015 Estimated Cost-Share: \$ 1761 Cost Share Cap \$ [REDACTED] Status Date: 1/28/2014

Practice: Forest Management Plan Code: 106 Units: no Amount: 1 Fund Code: Conservation Assistance Plans (CAP's)

Narrative: The written site specific Forest Management Plan will meet the planning criteria described in the Field Office Technical Guide.

Land Units:

Conservation Plan	Tract	Land Unit	Land Use	Land Unit Acres	Planned Amount	Month	Year
[REDACTED] Consplan	1523	1	Forest	189.6	1.0	9	2015

Component:

Component	Units	Unit Cost	Rate	Type	Amount	Cost-Share
1a HU-FMP 101 to 200 acres	Number	\$ 1760.1500	% 100	PR	1	\$ 1761

- C. To correct applications in ProTracts when multiple land units were loaded prior to this guidance being provided, follow the steps below:

Conservation Plan	Tract	Land Unit	Land Use	Land Unit Acres	Planned Amount	Month	Year
<input checked="" type="checkbox"/>	1221	1		5.9	1.0	7	2015
<input checked="" type="checkbox"/>	1221	3		1.5	1.0	7	2015
<input checked="" type="checkbox"/>	1221	70		31.8	1.0	7	2015
<input checked="" type="checkbox"/>	1221	71		28.5	1.0	7	2015
<input checked="" type="checkbox"/>	1221	72		310.2	1.0	7	2015

CIN	Component	Units	Unit Cost	Rate	Type	Amount	Cost-Share
1a	FMP 201 to 400 acres	Number	\$ 2200.1900	% 100	PR	1	\$ 2201

1. Click the **Delete Item** button in ProTracts, Select **Delete all Contract Items**.
2. Check on the customer in Toolkit.
3. Delete all but one of the practice points and use the guidance in Section A.2. above to determine which point to leave.
4. Check that all applicable PLUs in the CAP are digitized and attributed.
5. Go to Practice Schedule and modify the practice narrative so that it includes:
 - i. A list of all tracts and fields in the CAP
 - ii. Total acreage by tract
 - iii. The statement "as shown on the Plan Map" following the list of tracts and fields
6. Make sure the Plan Map includes all PLUs in the CAP with labels for:
 - i. Tract Number (when CAP is on multiple Tracts)
 - ii. Field Number
 - iii. Acres
 - iv. Land Use
7. Go into the Toolkit Contract Wizard, **select** and **remove** the old contract.
8. **Create** a new contract and save the items.
9. Check the customer in.
10. In ProTracts, upload the new contract and check that Steps B.1-2 in the above section are completed.

If you have any Toolkit questions, contact Tara King, Geographer at 207-990-9562 or by email tara.king@me.usda.gov; and if any ProTracts questions, contact Buster Carter, Resource Conservationist at 207-990-9155 or by email buster.carter@me.usda.gov.